



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

CODIS Standard Operating Procedures Manual

6.0 - Forensic Casework

6.0 – FORENSIC CASEWORK

6.1 For TBI STR profiles, the analyst will indicate the alleles and/or designations of a profile for CODIS entry on the electropherogram. Using this electropherogram, each DNA analyst will enter Reading #1 of his/her forensic profile(s) into LDIS (or SDIS for all Nashville-based DNA analysts). A second individual will then enter Reading #2, which serves as a clerical check. The analyst is then responsible for marking the profile(s) after the technical review of the case.

6.1.1 All STR profiles entered into CODIS must undergo a technical review before being marked for upload to or search of SDIS and NDIS. For TBI cases, prior to technical review, the analyst completes a CODIS entry form (see Appendix F for an example). For entry of the profile, the analyst and second reader will then use the electropherogram to enter the profile into CODIS using the STR data entry program. Profiles must be entered into the specimen category **Unreviewed Forensic** so that the profile is not searched prior to technical review. This entry may now be saved and is available for use in the Popstats program. The analyst should print a copy of the Specimen Detail Report and retain it in the administrative documentation portion of each case file.

6.1.1.1 All data entered into CODIS from TBI casework shall be interpretable and in accordance with validation studies performed and supported by the standard operating procedures of the Forensic Biology unit. As with all CODIS profiles, Moderate Match Estimation (MME) requirements must be met prior to entry into NDIS and SDIS; however, documented approval from the State Administrator may be given for any profiles that fall outside MME requirements for SDIS on a case-by-case basis.

6.1.2 A technical review of the case includes a review of the CODIS entry form including the appropriate specimen category, correctness of the Specimen Detail Report, eligibility of the profile for upload to SDIS and NDIS, a review of the correctness of the DNA types, and a statement in the case report about the status of the CODIS entry for all TBI casework. Upon completion, the technical reviewer signs and dates the CODIS entry form indicating that the profile is accurate and eligible for upload to and searching of CODIS.

6.1.3 The original CODIS entry form should be retained in the DNA analyst's TBI case file.



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- 6.1.4 For TBI casework, after technical review, the analyst will change the specimen to the appropriate category and subsequently mark the profile for upload. The analyst must print out the Specimen Detail Report to document that the specimen has been entered into CODIS and marked for upload. This report should be maintained in the case folder on the administrative side. A final administrative review of the case will include verifying that the Specimen Detail Report is present in the case file, a check of the CODIS specimen category and MME calculation (if necessary), a review of the correctness of the DNA types entered, and the CODIS entry status mentioned in the report.
- 6.1.5 Following technical review, the newly marked profile will be uploaded to SDIS/NDIS with the next upload processed by the CODIS administrator. The technical review is considered the second analyst review required by NDIS, after the first analyst review by the DNA analyst entering the profile. The profile will also undergo an administrative review that may occur after upload and searching.
- 6.1.5.1 The state administrator will perform a routine autosearch against the SDIS before sending the upload to NDIS.
- 6.1.6 For TBI casework profiles, analysts shall not do a keyboard search on forensic profiles that have not been technically reviewed. Any hits that have resulted from a keyboard search where samples are in the wrong category will not be verified until the proper reviews have been done.
- 6.1.7 All profiles generated from casework (forensic cases, missing persons, and unidentified human remains) will be retained indefinitely within the CODIS database unless there is sufficient documentation or reason to remove them.
- 6.1.8 All casework profiles that result in a hit confirmation shall retain all hit confirmation paperwork within the case file. This paperwork will be retained according to case file retention policies in the TBI Quality Assurance Manual.
- 6.2 For all other casework profiles (MNPd and outsourced labs) maintained at the SDIS level by TBI, all data entered shall be interpretable by the appropriate policies and procedures of the QAS-approved laboratory where the profile is



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being generated. Data shall also be supported by validation studies done at the participating labs.